

CONFIDENTIAL

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120087-9

DDS/OL/SD 29

XXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

FPA Monthly Reconciliation Report

2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input type="checkbox"/> NARRATIVE
	<input type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	

4. NO. OF COPIES PREPARED	5. FREQUENCY. (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	Monthly	1

7. FORMAT (memorandum, form computer print-out, etc.) Memo	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Supply Control	N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
WG-9	\$4.19		8		\$33.52		12		\$402.24

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$402.24

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Established by [redacted] as internal report, to provide their Chief of supply control total dollar value by account and material unit, taken from stock record cards for a one-month period.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS

16. DATE OF INVENTORY 22 September 70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120087-9	18. EXTENSION
--	---	---------------